



Design Assistant – Job Description

The Green Room, based near Henley on Thames, in Berkshire, has been creating exciting gardens and homes for high-end clients for well over a decade. We are looking for a versatile, creative and personable assistant to join our small team. The successful candidate will have a solid design background, up-to-date software skills, crucially Vectorworks, SketchUp, Microsoft Office and Photoshop, a passion for landscapes and design and good attention to detail.

The role will involve working as part of a team to run the office and fulfill a variety of design briefs. In detail this could comprise:

- Undertaking of site surveys and site analysis
- Production of design layouts and planting plans
- Production of mood boards and 3D perspectives
- Production of detailed drawings and tender documentation
- On site presence and team/client meetings
- General administration involved in running a small office, including the implementation of marketing campaigns etc.
- Client communications

The successful candidate will also ideally have a thorough plant knowledge, excellent communication skills, be highly organised and have a clean driving licence.

The role would be part-time initially.

Please send a covering letter, your CV and examples of work to Jennie Herrington at jennie@thegreenroomstudios.co.uk.